

**LOOE TOWN COUNCIL**

**MINUTES OF THE FINANCE AND WORKS COMMITTEE MEETING**

held in the Tourist Information Centre,  
The Guildhall, East Looe on Monday 24<sup>th</sup> January 2011 at 7.00pm

**REPORT TO COUNCIL**

**PRESENT**

Chairman – Cllr K Smith  
Cllrs D J Bryan and M Gregory

**IN ATTENDANCE**

Town Clerk – Mrs A Frith  
Cllrs T Crane, P Crossley, E B Galipeau,  
Mrs E Hannaford, W Martin, Mrs M Powell and A Toms

**69. APOLOGIES**

Apologies for absence were received from Councillors D Welch and J R B Dingle.

**70. TO RECEIVE DECLARATIONS OF INTEREST**

Councillors Bryan and Galipeau declared an interest in any matter raised concerning East Looe Town Trust.

Councillor Galipeau declared an interest in any matter raised concerning Looe Development Trust.

Councillor Mrs Hannaford declared an interest in any matter raised concerning Cornwall Council and the May Fayre.

**71. MATTERS ARISING FROM THE MINUTES OF THE LAST MEETING**

There were no matters raised.

**72. TO DISCUSS REQUESTS FOR FINANCIAL ASSISTANCE**

**.1 Looe Allotment Society**

A request for assistance with the provision of hardcore and water butts had been received, the cost of this was estimated at £600-£700.

The Committee discussed this matter at length, Councillor Gregory stated that it may be possible to purchase hardcore from Cornwall Council at a cheaper rate and he will investigate and let the Clerk know. Water butts can also be purchased from Cornwall Council.

**.2 Barbican Pre School**

A request had been received for assistance towards the cost of replacing the open air playground surface. Councillor Bryan proposed that a donation of £200 be made, seconded by Councillor Gregory it was:

**RESOLVED**

Unanimously to make a donation of £200.

It was also suggested that applications are made to East Looe Town, West Looe Town Trust and the Playing Fields Association.

.3 May Fayre

Councillor Mrs Hannaford explained that the application for funding had been made and is intended for providing insurance cover for the event. This will be a one-off request as fund raising will be done and stalls will be charged £10 this year and the May Fayre will then be fully sustainable.

There followed considerable discussion and it was eventually proposed by Councillor Smith that £100 be donated now with a total donation not exceeding £200 if funding cannot be obtained from West Looe Town Trust, seconded by Councillor Bryan it was:

RESOLVED

Unanimously to accept the proposal.

Councillor Mrs Hannaford was asked to write to West Looe Town Trust.

.4 Cornwall Blind Association

An application had been received for assistance towards the cost of transport. Councillor Bryan proposed that £100 be donated, seconded by Councillor Gregory it was:

RESOLVED

Unanimously to donate £100.

.5 Looe Development Trust

An e-mail letter had been received requesting the second half payment (£1,500) of the second tranche of our original pledge.

The letter was discussed at length and the Committee agreed that the conditions raised in our letter of 29<sup>th</sup> October 2010 had not been satisfactorily addressed and that more information is required regarding their training courses.

**73. CORRESPONDENCE**

.1 East Looe Town Trust

A letter had been received requesting a meeting of the Guildhall Joint Committee. As two of the original members of Looe Town Council's part of this Committee were no longer Councillors it was agreed that Councillors Smith, Gregory and Toms form the Council part of this. It was agreed that a meeting be arranged as soon as possible.

.2 Pennon Group

Information received regarding their half yearly report will be kept in the office.

.3 CALC

Information had been received informing that salt bins can be purchased using the power provided by the L.G.A. 1972 s 137.

Councillor Crane volunteered to go on the required Cornwall Council training course to enable him to distribute salt and train others under Cornwall Council's insurance cover.

The Clerk was asked to ascertain the availability of this training course.

.4 Central Ticketing

A letter had been received informing that this company have gone into liquidation. It has been taken over by Concept Parking Services. If we wish to continue ticketing illegally parked cars in our car park we will be required to purchase new signs and ticket books and sign a new contract.

The Clerk, after discussion, was asked to ascertain the costs involved and the number of tickets issued so far and report back to the next meeting.

**74. TO APPROVE INVOICES FOR PAYMENT**

**.1 Deltor**

An invoice for £1,724 for the printing of the Looe Guide had been received. Councillor Gregory proposed that the invoice be approved for payment, seconded by Councillor Smith it was:

**RESOLVED**

Unanimously to approve payment of the invoice.

**.2 EDF Energy – Bridge Lights**

The quarterly invoice for the un-metered supply for the bridge lights had been received. These lights have been turned off for some months and this Committee had requested disconnection. The Clerk reported that she had received a verbal quote of £400 approximately for the disconnection but no written quote.

The Clerk was asked to ascertain who owns what and liaise with the Harbour Commission.

Councillor Smith proposed that the bill is not paid, seconded by Councillor Gregory it was:

**RESOLVED**

Unanimously not to pay the invoice.

The Clerk was asked to write to EDF for a copy of the contract.

**75. TO DISCUSS A SHORT TERM CONTRACT TOURIST INFORMATION CENTRE ASSISTANT AND APPOINTMENT OF AN ASSISTANT MANAGER**

**.1 Tourist Information Centre Assistant**

The Chairman explained that Mr Roger Eaton has terminated his employment which leaves a gap in the staffing requirements for the summer months.

The Chairman suggested that Mr Eddy Bos, who has worked in the Tourist Information Centre before, would be an asset to the Tourist Information Centre as he is familiar with the work and speaks several languages. There was much discussion about advertising the post as a short term casual position but it was eventually proposed by Councillor Gregory that Mr Bos be offered the position as an increase of hours as he is still employed by Looe Town Council, seconded by Councillor Bryan it was:

**RESOLVED**

Unanimously to offer the extra hours to Mr Bos.

**.2 Assistant Manager**

At the request of the Chairman the Clerk explained that this promotion of one of the existing staff would be of valuable assistance to the Tourist Information Centre Manager as his workload is increasing considerably and would also assist the Clerk with the smooth running of the Tourist Information Centre. The Chairman explained that, following two meetings held with all the Tourist Information Centre staff, all have good ideas and are keen to help the Tourist Information Centre grow and gain a higher Visit Cornwall award.

After discussion it was agreed that the post be advertised internally.

**76. TO DISCUSS THE FORMULATION OF A BUSINESS PLAN FOR THE BOWLING CLUB/PUTTING GREEN**

The Clerk explained that a business plan is required to enable Cornwall Council to make a decision regarding the provision of ground

maintenance for two years. The Clerk has also provided a draft business plan for discussion which was discussed and added to. The Clerk was asked to run the draft past Mr Stephen Foster, Community Network Manager, before submission to Cornwall Council. Councillor Crane offered to obtain information from another bowling club that has turned its revenue round.

**77. TO DISCUSS THE NEW NALC PAY AND TRAVEL ALLOWANCE RECOMMENDATIONS**

**.1 Pay**

The Chairman explained that this Council have adopted the NALC recommendations and staff have always been paid accordingly.

The new recommendations relate to 2009/10.

Councillor Bryan proposed that the new salary scales be accepted to be backdated to 1<sup>st</sup> April 2010, seconded by Councillor Gregory it was:

**RESOLVED**

Unanimously to accept the NALC recommendations backdated to 1<sup>st</sup> April 2010.

**.2 Travel Allowance**

The recommendations received are based on fuel at 86.88p per litre. The allowance for a 1200-1400cc vehicle is now 60.1p per mile.

The Committee discussed this at length and it was eventually agreed that, as Looe Town Council have not increased the travel allowance for some years, it should now be put up.

Councillor Smith proposed that the travel allowance be increased from 45p per mile to 55p per mile with immediate effect, seconded by Councillor Bryan it was:

**RESOLVED**

Unanimously to accept this proposal.

**78. TO REVIEW THE COUNCIL'S CURRENT FINANCIAL STATUS**

The Clerk had supplied copies of the Annual summary of income/expense so far.

This was discussed at length as some members present require more detailed information, Councillor Galipeau stated that a programme should be devised to review finances.

The Clerk did point out to the Committee that the detailed spreadsheet is available for inspection during office hours.

**79. MATTERS FOR FOR FURTHER/URGENT DISCUSSION**

**.1 Public Works Loan application**

This matter had been referred from Full Council. It was agreed that a meeting be arranged to specifically produce a draft application to be submitted to the next Finance and Works Committee meeting.

**.2 Chamber of Trade Records**

This matter had been raised by Councillor Dingle and referred from the Town Tourism Committee.

The Clerk was asked to write to Mrs Warne, who currently holds these records, to ask for them to be sent to Looe Town Council for safe keeping until a new Chamber of Trade is set up.

**.3 Lugger Association**

A verbal request has been made to Looe Town Council to provide the Lugger plaques for this year.

The Clerk was asked to ascertain costs and report back.

.4 Moore Electrical Quotation

A quote for remedial, health and safety work amounting to £530 in total had been received, the Committee unanimously agreed to accept the quotation.

.5 Public Convenience Consultation

This matter was deferred to the next meeting.

**The Meeting closed at 9.00pm.**

Signed ..... Date .....

**Chairman of Finance and Works Committee**